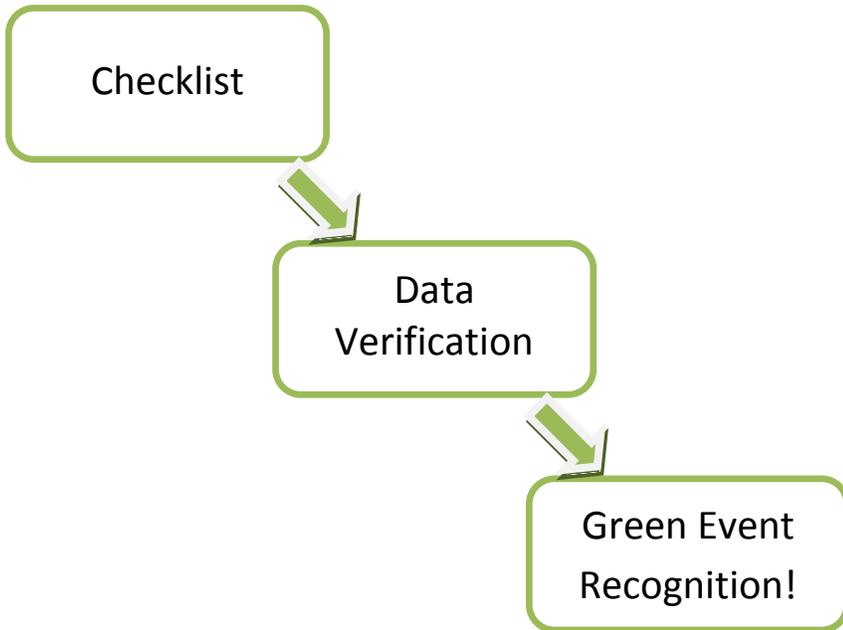




Hawai'i Green Events Checklist



Checklist

In order to be recognized as a Hawai'i Green Business Program EVENT, applicants must follow the instructions listed under each section or check N/A and skip that section if it does not apply. When completed, please submit this Checklist to gsuzuki@dbedt.hawaii.gov. If your EVENT complies with HGBP Checklist requirements, applicants may continue the process toward recognition by submitting metrics such as: other green measures implemented, recycling rate, transportation survey, carbon footprint, and green products purchased???

Background

Please fill out all the information in this section.

A. CONTACT INFORMATION

Business Name:
Contact Name:
Contact Phone:
Contact Email:

B. EVENT INFORMATION

Event Name:
Date:
Location:
No. of attendees:
Description

I. Solid Waste Reduction Methods	Yes	No
1. Use double-sided printing for promotional materials and resources		
2. Provide reusable name badges		
3. Collect recycling for paper, plastic, etc.		
4. Use of plastic coffee stirrers, paper doilies, and straws is avoided by using alternative eco-friendly materials or reusable drink ware		
5. Provide reusable/refillable containers for drinks		
6. Use only electronic communication for registration, announcements and updates		
7. Reusable dry-erase boards, blackboards or electronic projectors are used instead of paper flip charts		
8. Stationary and notepads (100% recycled content) are not supplied or are only supplied upon request		
9. Distribution of brochures, handouts and session notes are limited to those with a genuine need or interest and attendees have option to refuse copies		
10. All options for tableware have been considered and reusable tableware has been chosen if possible		
11. If cups and tableware is not reusable, is it compostable		
12. Participants are encouraged to bring their own water bottles and cups		
13. Sufficient / large enough recycling bins are clearly and conveniently placed adjacent to all trash cans		
14. There is a convenient drop-off point for all unwanted handouts and accessories		
15. Compost at the event		
16. If composting there is sufficient signage indicating proper materials for compost and cans are placed in convenient to use areas		
17. This event re-uses items from previous events (ex. Signage is used without specific dates)		
18. The event uses sustainable centerpieces and decorations or does not use any at all		
19. Use cloth napkins or those made from 80% post-consumer material		
20. Use only BPI-certified biodegradable service ware and avoid corn based plastics		
21. Recognize and reward guests who reduce, reuse, and recycle properly		
22. If paper is used it is minimum 30% post-consumer content, double-sided, and processed chlorine-free		
23. Use multiple labeled bins for recycling		
24. Encourage and/or reward participants who bring their own water bottles and cups		
25. Other		

Please provide product names here or give examples of other noteworthy accomplishments:

For example: **Recycle used flip charts**

II. Energy & Water Efficiency	Yes	No
1. Use naturally lighted/natural ventilation meeting space or space that uses CFL or LED lighting		
2. There is signage to encourage staff and guests to turn off lights and electrical equipment when not in use and/or signage for water conservation in restrooms		
3. Event is hosted in an Energy Star, HGBP, or LEED certified building		
4. Review past event energy usage and waste generation to establish baseline. Devise ways to improve upon the baseline and track your results of the current event		
5. Plan your event precisely (looking at numbers, duration, size of venue and number of rooms required) then select the right venue to fit, so you use minimum energy and resources		
6. Work with the venue to ensure lights and air conditioning are switched off when not in use		
7. Venue site has occupancy sensors installed		
8. A renewable energy source is used to power part of event (e.g. solar panels on building)		
9. Venue site has green roof/green wall/drought tolerant plants		
10. Facility has low flow fixtures (faucets, toilets, etc.)		
11. Equipment used is Energy Star, EPEAT, WaterSense, etc. certified		
12. Other		

III. Catering	Yes	No
1. Water is provided upon request or in pitchers and/or large dispensers		
2. Donate excess food waste for animal feed or composting		
3. Donate excess food to a charitable organization		
4. Vegetarian and vegan options are provided		
5. Attendance is tracked and type (e.g. vegetarian) and amount of food is tailored according to final numbers		
6. Information is provided on the sustainable qualities of the food		
7. Serve buffet style meals instead of boxed lunches		
8. Serve finger foods that are not individually wrapped and do not require utensils		
9. The caterer has a Green Policy (see resource page for example)		
10. Select fish from certified sustainable fishing methods (see resource page for more info)		
11. Food is purchased from local and/or organic vendors _____%		
12. Have your food & beverage service provider use bulk dispensers for sugar, salt, pepper, cream and other condiments		
13. Ensure food and beverage packaging is recyclable and that it will be recycled		
14. Reuse of surplus food from own supply or from organizations like Aloha Harvest or Food Bank		
15. Use organic food from own garden or farm		
16. Other		

Please provide product names here or give examples of other noteworthy accomplishments:

E.g. - What charitable organization did you donate excess food to?

IV. Transportation	Yes	No
1. Public transportation timetables, maps, and routes are made available to the participants		
2. Provide shuttle service from mass transit stops or hotels to the event		
3. The main accommodation site is within walking distance of the venue (max 1 mile)		
4. Secure bicycle and locker storage is offered by facility		
5. Transportation providers (car rentals, airport transfers etc.) are recommended by Green Credentials		
6. Local public transportation passes are provided for attendees and are advertised in advance		
7. Information regarding the environmental impact of different modes of transportation are made available to participants		
8. Components of the event are made available by video conferencing and telecommuting		
9. Use airlines with offset programs and encourage attendees to offset carbon		
10. Ingredients and food were gathered within a 10 mile radius of where event was held		
11. Other		

V. Pollution Prevention	Yes	No
1. Non-toxic cleaning supplies are used (e.g. Green Seal certified products)		
2. Give preference to venues with a sound environmental policy (e.g. water conservation, energy conservation, waste reduction, pollution prevention)		
3. Do not use goldenrod or fluorescent-colored paper because it is hard to recycle		
4. A sustainability policy is written in brochures/ handouts/ session notes, explained to attendees, and an electronic copy made available		
5. The reasons for sustainable practices at your event are communicated to all event participants		
6. Estimate the total carbon footprint and plan to offset the carbon emissions produced at the event. Detail this in your costing so it is clear to the client (see resource page for CO2 calculator links)		
7. Give event attendees the option of having their names removed from any post-event mailing lists		
8. Other		

Comments

If you have any notable green practices not mentioned, please explain here:



I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.
3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.
4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO gsuzuki@dbedt.hawaii.gov.

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

PHONE/FAX:

EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:



The HGBP logo may only be used by recognized businesses and by the State of Hawai'i.

Resources

Recycling and Waste Reduction

Recycling

opala.org or envhonolulu.org (Oahu)

recyclehawaii.org (Big Island)

co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm (Maui)

kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx (Kauai)

Re-use

baseyard.com or reusehawaii.org (Oahu)

hiloarc.org (Big Island)

alohashares.org (Maui)

kauaihabitat.org/subcat.php?sub_cat_id=9 (Kauai)

Energy Conservation

hawaiienergy.com

green-e.org

Department of Business, Economic Development & Tourism (DBEDT), State of Hawai'i

hawaii.gov/dbedt

Electronic Product Environmental Assessment Tool (EPEAT)

epeat.net

Energy Star

energystar.gov

Hawaiian Electric

heco.com (Oahu)

helcohi.com (Big Island)

mauielectric.com (Maui, Lanai and Molokai)

kiuc.coop (Kauai)

Water Conservation

epa.gov/watersense

Water Supply

hbws.org (Oahu)

hawaiidws.org (Big Island)

mauiwater.org (Maui)

kauaiwater.org (Kauai)

Pollution Prevention

Environmental Protection Agency (EPA) – Pollution Prevention

epa.gov/opptintr/p2home

Department of Energy (DOE), United States

fueleconomy.gov

afdc.energy.gov/tools

Department of Health (DOH), State of Hawai'i

hawaii.gov/health

hawaii.gov/health/environmental/waste/sw/wastemin.html

The Bus

thebus.org (Oahu)

co.hawaii.hi.us/mass_transit/heleonbus.html (Big Island)

co.maui.hi.us/bus/ (Maui)

kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx (Kauai)

CO2 Calculators

www.epa.gov/cleanenergy/energy-resources/calculator.html
<http://www.denver.org/denver-meetings-conventions/green-meetings/co2-calculator>

Catering

Example Green Catering Policy

unitedwaymww.org/pdf/Green_Catering_Policy.pdf

Marine Stewardship Council (sustainable fishery information)

www.msc.org